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Director, PIC

20 November 1958

Special Assistant, PIC

Proposed Regulation Concerning Report Size and Page Format

1. The proposed regulation attached to this memorandum has been drafted after much study and discussion of report size and page format with interested Division and Branch Chiefs in components of the Photographic Intelligence Center. The study was initiated as a result of proposals submitted by [redacted]

[redacted] and because of the need verbally expressed by the Editorial Staff as well as from other Divisional and Branch Chiefs. It is felt by all that the number of report sizes be definitely limited and that format of pages within the report be standardized. Such standardization of PIC report size and page format would materially aid in the planning and production of a report and in an increase in the quality of studies produced by PIC.

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2. Most of the PIC reports are now issued in the following sizes: letter size (8 x 10.5 inches), legal size (8.5 x 14 inches), and a large size (18 x 20 inches). However, this is complicated by the fact that reports have been issued in book form or with double or triple fold covers. In addition, odd size reports which do not fit into any category described above have been issued by PIC.

3. All personnel contacted in this study were in agreement that the double, triple fold and reports of unusual sizes and configuration should not be used. The book fold report was considered best. The ring binder was not considered desirable for finished PI reports but considered desirable for studies to be used by consultants or for similar internal purposes.

4. The problem of storage of reports was a major complaint with respect to the large size report (18 x 20 inches). Comments were made by some that it is too large to work with conveniently.

It is recommended that a 14 x 18 inch size report be used in place of the 18 x 20 inch size. Such a report can be filed flat in a legal size safe. Its size is sufficient to accommodate textual and graphic materials necessary in the larger size report. It poses no additional problem with respect to reproduction, and it should be somewhat easier to handle by the user.

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5. Because of a difference of opinion with reference to the legal size reports, an examination was made of 124 reports issued by PIC in 1958. Ninety-eight reports were letter size, 20 were legal size and the remainder were of the large size.

Ten of the legal size reports are of the [] series issued by the Operations Support Branch, TISD. These reports could have been issued in a letter size report according to the Graphics Branch Chief. Of the remaining 10 legal size reports, six contained letter size text with larger graphics, and four had legal size text and graphics. It is felt that all 10 of these reports could have been issued in letter size, and with proper planning a more presentable report would have been produced.

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On the basis of the above study it is recommended that the legal size report no longer be considered as a standard size for PIC reports. It is felt that reports issued in the legal size may be presented either in the letter size or in the large 14 x 18 format.

6. Specifications concerning page format is considered essential in the planning and production of PIC reports. Page format specifications for the letter size and large size reports are included as part of the proposed regulation.

7. It is recognized that occasions may arise in which it will be desirable to issue a report which does not conform in size to that specified in the proposed regulation. Such a report could be issued with the approval of the Director, PIC.

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Attachment: Copy of Proposed Regulation *now forward to 76 NR.*

PIC [] (20 Nov 58)

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